

# Holder Report Guide

# 2012

## State of Wisconsin Unclaimed Property Reporting Guide



Office of the State Treasurer  
Unclaimed Property Unit

Spring 2012

**Dear Wisconsin business owner:**

The Office of the State Treasurer is charged with enforcing Unclaimed Property laws, which protect the property rights and assets of owners and their heirs. Our staff members are available to assist you in fulfilling your responsibilities as a Wisconsin business to achieve compliance with Wisconsin's Unclaimed Property Laws.

According to Chapter 177, Wisconsin Statutes, compliance with the Unclaimed Property Act is mandatory for businesses in possession of unclaimed property. Every year, businesses and financial institutions must submit accurate reports in a timely manner or may be subject to audits and assessment of interest and penalties. Many Wisconsin business professionals (e.g., accountants and attorneys) are not aware of the existence of the Wisconsin Unclaimed Property laws and consequently do not ensure that their clients are in compliance with reporting requirements. Compliance with these statutes can greatly benefit your business by relieving you of the expense and liability of carrying unclaimed property on your financial records and by encouraging diligent customer service and records maintenance. You may also benefit as being a business whose lost assets are reported to our Office. We pay hundreds of thousands of dollars to Wisconsin businesses every year!

The Holder Reporting staff members are ready to assist you in learning more about the Unclaimed Property law and reporting requirements. Please call the State Treasury Office at 608-267-7977 or visit our website at [wismissingmoney.com](http://wismissingmoney.com) to learn more about the Unclaimed Property program.



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[www.wismissingmoney.com](http://www.wismissingmoney.com)

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# WHAT IS UNCLAIMED PROPERTY?

Unclaimed property is a financial or property asset that belongs to an individual, business or governmental entity. Property is considered abandoned when there has been no owner contact for a set period of time, usually 5 years.

## Who must file Unclaimed Property Reports

The Wisconsin Unclaimed Property Act protects unclaimed property owed to Wisconsin citizens and businesses until the rightful owners or heirs can be located or file claims for the property. The State Treasurer serves as custodian of the property until it is claimed. Once reported to the State Treasurer, unclaimed property is available forever for refund to the owners or legal claimants.

Wisconsin law requires businesses and other organizations ("Holders") to review their financial records each year to determine whether they hold any funds, securities or tangible save deposit box property that has been unclaimed for the required dormancy period. Holders are required to file an annual report and remit the property to the state. Property dormancy periods vary by the type of property (see page 6 for Wisconsin Property Codes and Dormancy Periods).

### The following entities are required to report unclaimed property:

- Banking and financial organizations, trust companies, savings and loan associations, credit unions and investment companies.
- Business associations, such as corporations, stock companies, trusts, partnerships, limited liability companies, insurance companies, utilities, or non-profit organizations.
- Any person who is in possession of property belonging to another person or entity.
- Other legal entities including state, county and city governments and agencies, political subdivisions, public corporations or public authorities.

### Reports and remittances of unclaimed property are due from Holders on or before November 1 of each year.

Holders may request up to a 2-month extension of the due date by submitting a request in writing to the Unclaimed Property Administrator AT LEAST 30 DAYS PRIOR TO THE NOVEMBER 1 DEADLINE.

## Negative Reporting

Wisconsin requires FINANCIAL INSTITUTIONS, UTILITY COMPANIES, and LIFE INSURANCE COMPANIES to file completed and notarized Holder Verification Reports even if no unclaimed property is reported (negative reports).

# PREPARING YOUR UNCLAIMED PROPERTY REPORT

**1** **Identify the unclaimed property** to be filed with the State Treasurer. This includes property that has reached a dormancy period of 5 years for savings accounts, checking accounts and cashiers checks, or a 1 year dormancy period for payroll checks and utility refunds. A complete list of Property Types and Dormancy Periods can be found on page 6 for detailed information.

**2** **Try to locate the owners** of the unclaimed property you have identified as abandoned if the value is \$50+. You can do this by sending a letter, via first class mail, to the owner at the owner's last known address during the legal notification period (also known as the due diligence). For properties that will be reported on November 1, attempt to locate the owners between July 1 and September 1. A sample Owner Notification letter is shown on page 5 and is automatically generated by the UPEXchange products and HRS software.

**3** Wisconsin has formal reciprocal agreements with 20 states, identified in the Reciprocal Reporting table on page 7. This agreement allows Wisconsin businesses to file a single report to the Wisconsin Unclaimed Property office for accounts due to these other 20 states. Wisconsin will indemnify the Holder and will forward property to the appropriate state.

Wisconsin will accept unclaimed property accounts owed to individuals with last known addresses in all other non-agreement states and US territories with the approval of that State's Unclaimed Property office. Contact information for all US Unclaimed Property offices can be found at [www.missingmoney.com](http://www.missingmoney.com) or [www.NAUPA.org](http://www.NAUPA.org).

**4** To prepare an electronic holder reporting file:

- Access the UPEXchange or Holder Reporting System (HRS) software links found at the State Treasury website at [www.wismissingmoney.com](http://www.wismissingmoney.com) and select Unclaimed Property and Holder Reporting Information.
- Follow instructions to transfer or import your owner data information. Contact UPEXchange Customer Support or Xerox Wagers & Associates for assistance.
- Print the Holder Verification sheet on page 9 from this booklet to file with the Unclaimed Property office.

## Sample Property Types Important Dates & Deadlines

Property Type	Dormancy Period	Date of Check or Last Contact	Completes Dormancy Period	Report & Remit Due
Unclaimed Wages	1 Year	7/1/10–6/30/11	7/1/10–6/30/12	11/1/12
Matured Policy Benefits	5 Years	7/1/06–6/30/07	7/1/10–6/30/12	11/1/12
Dormant Accounts	5 Years	7/1/06–6/30/07	7/1/10–6/30/12	11/1/12
Uncashed Traveler's Checks	15 Years	7/1/96–6/30/97	7/1/10–6/30/12	11/1/12

# FILING YOUR UNCLAIMED PROPERTY REPORT

## Electronic Reporting

- All holder reports MUST be filed electronically and be in the NAUPA accepted format.  
(See [WWW.WISMISSINGMONEY.COM](http://WWW.WISMISSINGMONEY.COM) for links and support.)
- You have the opportunity to use either the Holder Reporting Software (HRS) (downloadable) or the UPExchange (web based) software to file your report.
- Also commercial, third party software is acceptable.
- Send file as an e-mail attachment to the Holder Reporting mailbox  
[OSTHOLDERREPORTS@WI.GOV](mailto:OSTHOLDERREPORTS@WI.GOV). Please add your business name in the SUBJECT line.
- You will receive a confirmation e-mail when your report is uploaded. Please send Holder Verification page and check (if sending) immediately.
- Holder Verification page should be completed and notarized and identify either remittance by ACH wire transfer or check.
- For security purposes, Holders are requested to remit funds by ACH wire transfer:  
US Bank routing # 075000022  
Office of State Treasury Unclaimed Property Acct # 182380378329
- For holders unable to remit via ACH wire, please send a check payable to the:  
  
WISCONSIN STATE TREASURY  
PO Box 2114                      1 S Pinckney St #360  
Madison WI 53701              Madison WI 53703
- Holder reports that do not comply with reporting requirements may be rejected and returned for correction with a 15-day turn-around period to avoid any interest or penalty assessments.

# SAMPLE OWNER NOTIFICATION LETTER

Notification or "due diligence" letters must be sent for any property valued at \$50 or more and where the owner's last known address is not recorded as invalid. Letters must be sent no more than 120 days before your unclaimed property report is filed. The UPEXchange and Holder Reporting System software automatically generate a letter that can be customized to meet your needs. **PLEASE DO NOT INCLUDE THE UNCLAIMED PROPERTY UNIT'S TELEPHONE NUMBER AS PART OF CONTACT INFORMATION ON DUE DILIGENCE LETTERS.**

July 1, 2012

John Doe (Owner Name)  
100 Main Street  
City Name, State 00001

Re: (DESCRIBE UNCLAIMED PROPERTY)  
Reference #

We are holding unclaimed property of at least \$50 due to the person identified above. The owner may claim this property by completing and mailing the coupon below or by contacting us at the address and/or phone number listed below:

Holder Name  
Holder Contact  
Mailing Address  
City, State Zip  
Phone Number

If you do not contact us before (INSERT LAST DATE BY WHICH THE HOLDER CAN REFUND PROPERTY BEFORE REPORTING TO THE STATE), the law requires us to submit this property to the Office of the Wisconsin State Treasurer. You will have to contact the State Treasurer after February 15, 2013 to claim your property.

**PLEASE COMPLETE AND SIGN THIS FORM TO ACKNOWLEDGE OWNERSHIP OF  
THE UNCLAIMED PROPERTY IDENTIFIED ABOVE**

Name \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

## ACTION TO BE TAKEN (CHECK ONE)

☐ Reissue Check  
Check is/is not enclosed

☐ Update Account

☐ Close Account

☐ Other (explain)

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Wisconsin Property Codes with Dormancy Periods

PROPERTY CODE	PROPERTY TYPE	DORMANCY PERIOD (YEARS)
AC01	CHECKING ACCOUNTS/DDA	5
AC02	SAVINGS ACCOUNTS	5
AC03	MATURED CERTIFICATES OF DEP	5
AC04	CHRISTMAS CLUB ACCOUNTS	5
AC05	MONEY ON DEP TO SECURE FUND	5
AC06	SECURITY DEPOSITS	5
AC07	UNIDENTIFIED DEPOSITS	5
AC08	SUSPENSE ACCOUNTS	5
AC09	WIS DOC ACCT	1
AC10	WIS DWD ACCT/CHILD SUPPORT	1
*AC99	AGGREGATE ACCOUNT BALANCES	5
CK01	CASHIER'S CHECKS/GARNISHMTS	5
CK02	CERTIFIED CHECKS	5
CK03	UNCASHED CHECKS	5
CK04	TREASURER'S CHECKS	5
CK05	DRAFTS	5
CK06	WARRANTS	5
CK07	MONEY ORDERS	7
CK08	TRAVELER'S CHECKS	15
CK09	FOREIGN EXCHANGE CHECKS	5
CK10	EXPENSE CHECKS	5
CK11	PENSION CHECKS	5
CK12	CREDIT CHECKS OR MEMOS	5
CK13	VENDOR CHECKS	5
CK14	CHKS WRITTEN OFF TO INCOME	5
CK15	OUTSTANDING OFFICIAL CHKS	5
CK16	CD INTEREST CHECKS	5
*CK99	AGGREGATE UNCASHED CHECKS	5
CT01	ESCROW FUNDS	5
CT02	CONDEMNATION AWARDS	1
CT03	MISSING HEIRS' FUNDS/ESTATES	5
CT04	SUSPENSE ACCOUNTS	5
CT05	OTHER COURT DEPOSITS	1
*CT99	AGGREGATE COURT DEPOSITS	1
IN01	INDIV POLICY BENEF/CLM PMTS	5
IN02	GROUP POLICY BENEF/CLM PMTS	5
IN03	PROCEEDS DUE BENEFICIARIES	5
IN04	MAT POLICY, ENDOWMNT, ANNUITY	5
IN05	PREM REFND ON INDIVID POLIC	5
IN06	UNIDENTIFIED REMITTANCES	5
IN07	OTHER AMTS DUE UNDER POLICY	5
IN08	AGENT CREDIT BALANCES	5
IN30	DEMUTUALIZATION CASH PROCEEDS	5
IN77	LIMITING AGE	2
*IN99	AGGREGATE INSURANCE PROP	5
MI01	NET REVENUE INTEREST	5
MI02	ROYALTIES	5
MI03	OVERRIDING ROYALTIES	5
MI04	PRODUCTION PAYMENTS	5
MI05	WORKING/ROYALTY INTEREST	5
MI06	BONUSES	5
MI07	DELAY RENTALS	5
MI08	SHUT-IN ROYALTIES	5
MI09	MINIMUM ROYALTIES	5
*MI99	AGGREGATE MINERAL INTEREST	5

PROPERTY CODE	PROPERTY TYPE	DORMANCY PERIOD (YEARS)
MS01	WAGES	1
MS02	COMMISSIONS	1
MS03	WORKER'S COMP BENEFITS	5
MS04	PAYMENT FOR GOODS & SVCS	5
MS05	CUSTOMER OVERPAYMENTS	5
MS06	UNIDENTIFIED REMITTANCES	5
MS07	UNREFUNDED OVERCHARGES	5
MS08	ACCOUNTS PAYABLE	5
MS09	CREDIT BALS & ACCTS RCVBL	5
MS10	DISCOUNTS DUE	5
MS11	REFUNDS DUE	5
MS13	UNCLAIMED LOAN COLLATERAL	5
MS14	PENSN/PROFIT SHR/IRA/KEOGH	5
MS15	DISSOLUTN/LIQUIDATN PROP	1
MS16	MISC OUTSTANDING CHECKS	5
MS17	OTHER MISC INTANGIBLE PROP	5
MS18	SUSPENSE LIABILITES	5
*MS99	AGGREGATE MISC PROPERTY	5
SC01	DIVIDENDS	3
SC02	INTEREST ON BONDS	3
SC03	PRINCIPAL PAYMENTS	3
SC04	EQUITY PAYMENTS	3
SC05	PROFITS	3
SC06	CASH EXCHANGE	3
SC07	BEARER BOND INT/MATURE PRIN	1
SC08	SHARES OF STOCK(RET BY P O)	3
SC09	CASH FOR FRACTIONAL SHARES	3
SC10	UNEXCH STOCK OF SUCCESSR CO	3
SC11	ANY OTHER CERT OF OWNERSHIP	3
SC12	UNDERLY SHARES/OUTSTAND CER	3
SC13	FUNDS LIQUID/REDEMPN STOCK	3
SC14	DEBENTURES/BONDS/COUPONS	3
SC15	GOVERNMENT SECURITIES	1
SC16	MUTUAL FUND SHARES	3
SC17	WARRANTS (RIGHTS)	3
SC18	MAT PRINCIP ON REGIS BONDS	3
SC19	DIVIDEND REINVESTMENT PLN	3
SC20	CREDIT BALANCES	3
SC30	DEMUTUALIZATION STOCK PROCEEDS	3
*SC99	AGGREGATE SECURITIES REL	3
SD01	SAFE DEPOSIT BOX	5
SD02	SAFEKEEPING ITEMS	5
SD03	OTHER TANGIBLE PROPERTY	5
SD04	UNCLAIMED LOAN COLLATERAL	5
TR01	PAYING AGENT ACCOUNTS	5
TR02	UNDELIVERED/UNCASHED DIVID	5
TR03	FUNDS HELD IN FIDUCIARY	5
TR04	ESCROW ACCOUNTS	5
TR05	TRUST VOUCHERS	5
*TR99	AGGREGATE TRUST PROPERTY	5
UT01	UTILITY DEPOSIT	1
UT02	MEMBERSHIP FEES	5
UT03	REFUNDS OR REBATES	1
UT04	CAPITAL CREDIT DISTRIB	5
*UT99	AGGREGATE UTILITY PROPERTY	5
ZZZZ	PROPERTIES NOT IDENTIFIED	5

\*Property codes for "unknown" owners only



# Reciprocal Reporting

As a courtesy to Wisconsin businesses, this Office has a policy of exchanging unclaimed property reported to our Office for citizens of other states. Please contact the states

If you are a business incorporated in Wisconsin, you can report to Wisconsin **incidental amounts** (less than ten (10) or fewer items) of unclaimed property owned by those with addresses in other states (excluding **California**). The Wisconsin Unclaimed Property Unit will forward the names and property of out-of-state owners to the appropriate states. Please be sure to abide by each state's dormancy periods and property codes when preparing your reports. Generally, Holders should report Unclaimed Property directly to Wisconsin when the last known address of the apparent owner is in Wisconsin. Please contact the other states at the numbers below for additional information.

STATE	PHONE NUMBER
Alabama	888-844-8400
Alaska	907-465-3726
Arizona	602-716-6036
Arkansas	501-682-6000
CALIFORNIA	DO NOT SEND
<b>Colorado</b>	<b>800-825-2111</b>
Connecticut	800-618-3404
Delaware	302-577-8220
<b>District of Columbia</b>	<b>202-442-8181</b>
<b>Florida</b>	<b>850-413-5522</b>
Georgia	404-968-0490
Hawaii	808-974-4000
<b>Idaho</b>	<b>800-972-7660 x-7623</b>
<b>Illinois</b>	<b>217-524-0023</b>
Indiana	866-462-5246
Iowa	515-281-7546
Kansas	785-296-3171
Kentucky	800-465-4722
Louisiana	225-219-9400
<b>Maine</b>	<b>207-624-7470</b>
Maryland	800-782-7383
<b>Massachusetts</b>	<b>617-367-0400</b>
Michigan	517-636-5320
<b>Minnesota</b>	<b>651-296-2568</b>
Mississippi	601-359-3600
<b>Missouri</b>	<b>573-751-0123</b>

STATE	PHONE NUMBER
Montana	866-859-2254
<b>Nebraska</b>	<b>402-471-8497</b>
<b>Nevada</b>	<b>702-486-2025</b>
New Hampshire	603-271-2619
New Jersey	609-984-5214
New Mexico	505-827-0767
New York	800-221-9311
<b>North Carolina</b>	<b>919-508-1000</b>
<b>North Dakota</b>	<b>701-328-2800</b>
<b>Ohio</b>	<b>877-644-6823</b>
Oklahoma	405-521-4275
Oregon	503-378-3999
Pennsylvania	800-379-3999
<b>Rhode Island</b>	<b>401-222-6505</b>
South Carolina	803-737-4771
<b>South Dakota</b>	<b>605-773-3379</b>
Tennessee	615-253-5362
Texas	800-321-2274 x-66246
<b>Utah</b>	<b>801-320-5360</b>
Vermont	802-828-2407
<b>Virginia</b>	<b>804-225-2547</b>
<b>Washington</b>	<b>360-705-6706</b>
<b>West Virginia</b>	<b>304-340-1574</b>
Wisconsin	608-267-7977
Wyoming	307-777-5590

States listed in **BOLD** have agreements with Wisconsin and do not need to be contacted prior to reporting Unclaimed Property accounts to Wisconsin.

# Holder Verification Report

## Instructions

FORM ON PAGE 9

The [Holder Verification Report](#) must be completed by all Holders reporting unclaimed property. Please note that financial institutions, life insurance companies and utilities are required to file reports whether or not they have any unclaimed property to report (negative report). **If the report is being submitted on CD-ROM or through e-mail transmission, you are still required to complete this document and file it with your remittance.**

- A** Enter the complete name and mailing address of the Holder.
- B** Enter your Federal Employer Identification Number.
- C** Enter the name, telephone number, and e-mail of the person(s) most familiar with the details of the report.
- D** Indicate whether the Holder filed an Unclaimed Property Report in 2011.
- E** If applicable, enter state of incorporation and date of incorporation.
- F** Enter the total number of safe deposit boxes being remitted during this reporting period.
- G** Enter the total number of securities being remitted.
- H** Enter the total value of money being remitted.
- J** **Verification:** Complete the Verification section at the bottom of the [Holder Verification Report](#). This section must include the notarized signature of the Holder's designated representative responsible for the contents of the report.

**NOTE:** Please ensure that you complete and return a "Holder Verification Page" with your ACH payment or check via U.S. mail or overnight courier.

# State of Wisconsin Holder Verification Report – 2012

Mail to: Unclaimed Property Unit, Office of the State Treasurer, 1 South Pinckney Street, Suite 360, Madison WI 53703

<b>A</b>	Holder Name	<b>C</b>	Contact Person (PERSON MOST FAMILIAR WITH THE DETAILS OF THE REPORT)	
	Holder Address		Phone	
			e-mail	
	City State Zip			
<b>B</b>	Holder FEIN #	<b>D</b>	Did you file an Unclaimed Property Report with Wisconsin in 2011? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		<b>E</b>	State of Incorporation	Date of Incorporation

## SUMMARY OF REPORTED PROPERTY

**F** Total number of safe deposit boxes ☐ YES ☐ NO .....# \_\_\_\_\_  
(INVENTORY CONTENTS ON SAFE DEPOSIT BOX INVENTORY FORM.  
DELIVER SAFE DEPOSIT BOX CONTENTS TO STATE TREASURY AFTER FEBRUARY 1, 2013)

**G** Total number of unclaimed securities (stocks or mutual funds) .....  
(LIST ACCOUNTS ON UNCLAIMED SECURITIES REPORT FORM)

**H** Total value of money remitted .....\$ \_\_\_\_\_  
☐ CHECK PAYABLE TO WISCONSIN STATE TREASURY ATTACHED ☐ ACH TRANSFER DATE \_\_\_\_\_

**I** Method of reporting:  
☐ Diskette or CD ☐ e-mail  
DATE E-MAILED \_\_\_\_\_

☐ Check if filing a Negative Report (FINANCIAL INSTITUTIONS, UTILITIES, LIFE INSURANCE COMPANIES ONLY)

## VERIFICATION

**J** State of \_\_\_\_\_ County of \_\_\_\_\_

I, \_\_\_\_\_, state that I have prepared or have caused to be prepared, and have examined this report as to property presumed abandoned under Chapter 177, Wis. Stats. I am duly authorized to execute this report on behalf of the Holder and by law. To the best of my knowledge and belief, said report is true, correct and complete.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Name of Notary Public \_\_\_\_\_ State \_\_\_\_\_ Commission Exp. Date \_\_\_\_\_

## FOR OFFICE USE ONLY

Date Received \_\_\_\_\_ Amount Received \_\_\_\_\_  
Share(s) Amount \_\_\_\_\_ Employee Initials \_\_\_\_\_

# Report of Unclaimed Securities Instructions

The following types of abandoned securities are to be reported. This list may not be inclusive of all types of securities that are subject to the unclaimed property law:

- Common Stock
- Preferred Stock
- Bonds/Debentures
- Dividend Reinvestment Plans (DRPs)
- Stock Warrants
- Restricted Stock
- Mutual Funds
- Partnership Units
- Any other security-type property that has been abandoned

Any holder depositing securities into the State of Wisconsin's account should contact Loreta Pengo at Xerox at 617-371-9934 or [upch.custody@acs-inc.com](mailto:upch.custody@acs-inc.com) prior to transfer.

## DELIVERY INSTRUCTIONS

### COMMON STOCK

- Fax a copy of [Report of Unclaimed Securities](#) to Wisconsin Xerox account manager at (617) 722-9660.
- All security delivery instructions must contain the following State of Wisconsin account identification numbers: **DTC# 0954, Agent Bank# 26017, ACCT# AUZF0366702, Re: CHEDDAR & CO**

### MUTUAL FUNDS

**MAC & CO**  
**Mutual Fund Operation**  
**P O Box 3198**  
**Pittsburgh, PA 15230-3198**  
**Account # AUZF0366702**  
**FEIN 25-1536944**

Closed-end funds should be put in the account for the State of Wisconsin with the below registration:

**Cheddar & CO**  
**ACS Unclaimed Property Clearinghouse**  
**100 Hancock St, 10th floor**  
**North Quincy, MA 02171**  
**TAX ID: 90-0086085**

CUSIP numbers are required for all mutual funds delivered to the State of Wisconsin.

### NOTE:

**1) SECURITIES NOT REGISTERED AS CHEDDAR & CO WILL BE RETURNED TO THE HOLDER.**

**2) WORTHLESS/NONTRANSFERABLE SECURITIES:** Do not report worthless or nontransferable securities to this office or our securities custodian. If these securities become transferable or gain value in the future, report and remit the shares to our office at that time. You will not be penalized for late reporting in these situations.

**3) DIVIDEND REINVESTMENT PLANS (DRPs):** Report whole shares and cash for fractional shares.

# Safe Deposit Box Reporting Instructions

## How to Report:

Abandoned safe deposit boxes (**non-payment of rent for 5 years**) should be reported on your annual unclaimed property report filed in November of each year. The following information should be reported for each box/owner, if available.

- Name of owner(s) and appropriate relationship code (JT–joint tenants; PR–primary owner; PO–power of attorney)
- Last known address of owner(s)
- Tax identification number of owner(s)
- Last contact date OR date the box rental period expired
- Box number and branch where box was located may be added to “Description” field of reporting software
- Add the value of the past due rent and/or drilling fees to be collected by this Office prior to distribution of contents

## When to Remit:

1. Safe Deposit items should be delivered to the Unclaimed Property Office, with a copy of the verified bank inventory sheet attached to each bag of contents, during the period of **February 1 through 15, 2013**.
2. All currency must be sent intact (do not deposit and issue bank check).

### NOTE:

Any safe deposit boxes containing weapons **MUST** be clearly marked.

# Unclaimed Safe Deposit Box Identification Form

STATE OF WISCONSIN • OFFICE OF THE STATE TREASURER

Mail to: Unclaimed Property Unit, Office of the State Treasurer, 1 South Pinckney Street, Suite 360, Madison WI 53703

<b>A</b> Holder Name:	<b>C</b> Report Year:
<b>B</b> Tax ID Number:	<b>D</b> Safe Deposit Box Number:

<b>E</b> Owner(s) Information		
LAST NAME	LAST NAME	
FIRST NAME	MIDDLE	MIDDLE
SOCIAL SECURITY #	SOCIAL SECURITY #	
<b>F</b> Owner's Mailing Address		
STREET OR PO BOX		
CITY	STATE	ZIP CODE
<b>G</b> Date of Abandonment		
MONTH, DAY, YEAR		

<b>H</b> Branch Where Property Was Held		
BRANCH NAME		
STREET OR PO BOX		
CITY	STATE	ZIP CODE
<b>I</b> Amount Due Holder		
TYPE		AMOUNT
Drilling .....	\$	
Unpaid Rent .....	\$	
Other .....	\$	
TOTAL \$		

## CHECKLIST TO REPORT SAFE DEPOSIT BOX CONTENTS

1. Official bank inventory in contents envelope.
2. Unclaimed Safe Deposit Box Identification Form completed and attached to OUTSIDE of contents envelope.
3. Deliver to State Treasury during the period of February 1–15, 2013.

# GLOSSARY OF TERMS

## **Abandoned or Unclaimed Property**

Tangible (safe deposit box contents) or intangible property that is unclaimed by its rightful owner after a specified period of time. This does not include real estate.

## **Abandonment Period**

The period of inactivity (usually 1 to 5 years) after which property is considered abandoned. (See Dormancy Period Table on page 6.)

## **Activity**

Action taken on property by the owner including making a deposit or a withdrawal, negotiating a check, or a documented communication by the owner to the Holder.

## **Aggregate Amount**

The amount below which the Holder need not perform due diligence and attempt to contact the owner prior to reporting funds as unclaimed property. The aggregate amount in Wisconsin is \$50.

## **Custodian**

An individual or entity that holds property until it is delivered to the rightful owner. Most states' laws make the state the "custodian" of abandoned property.

## **Date of Last Activity**

The date of the owner's last activity related to the property or the owner's contact with the Holder.

## **Due Diligence**

The statutorily required degree of effort a Holder of abandoned property must perform to find the rightful owner of property before the property is remitted to the State.

## **Holder**

Any business, individual, government body, or other entity in possession or control of property belonging to another party until transfer to the State Treasury as unclaimed property.

## **Indemnification**

An agreement that protects the Holder from loss by transferring the legal responsibilities to a third party, such as the state.

## **Official Check**

A check or written instrument for which a bank, financial organization, or business association is directly liable; including, but not limited to, drafts, money orders, traveler's checks, cashier's checks, and expense checks.

## **Owner**

A person having a legal or equitable claim to the abandoned property.

## **Person**

Any individual, business association, government or public subdivision, public corporation or authority, estate, trust, two or more persons having a joint or common interest, or any other legal or commercial entity.

## **Report**

A list of owners and the value of their unclaimed properties that is filed with the State Treasurer on an annual basis.

## **Tangible Personal Property**

Physical property, such as a diamond ring or a silver coin, that is typically kept in safe deposit boxes.

## **Underlying Shares**

Shares of stock that have been issued by a business association or a financial institution. The original certificates for the shares are in the possession of the shareholders, who have failed to either cash the dividend checks or correspond with the issuing corporation.



## Checklist

- ☐ Have you completed the Owner Notification (due diligence) activities?
- ☐ Have you filed your report electronically to [OSTHOLDERREPORTS@WI.GOV](mailto:OSTHOLDERREPORTS@WI.GOV)?
- ☐ Have you signed the [Holder Verification Report](#) in the presence of a notary public?
- ☐ Have you sent the remittance wire by ACH or check, payable to the [Wisconsin State Treasury](#), along with your reporting forms?
- ☐ If reporting securities, have you contacted Loreta Pengo at 617-371-9934 for instructions?
- ☐ Have you mailed the original securities certificates and/or statements to BNY-Mellon Securities Trust Company in Wisconsin's nominee name, [CHEDDAR & CO](#) (stock) or [MAC & CO](#) (mutual funds)?

## To Request an Extension

Mail or fax a written request to the Unclaimed Property Administrator at least 30 days prior to November 1 stating:

- Reason(s) for request
- Estimated filing date
- Names of all entities covered by the request

## Need Assistance?

Contact:

**Mary Celentani**, Administrator, 608-267-2208  
**Shannon Churchill**, Holder Reporting, 608-264-6997  
**Wesley Stefonek**, Safekeeping/Securities, 608-266-9837

Office of State Treasurer Unclaimed Property Unit PO Box 2114 Madison WI 53701-2114	Office of State Treasurer Unclaimed Property Unit 1 S. Pinckney St Suite 360 Madison WI 53703
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### [Unclaimed Property Unit](#)

**phone:** (608) 267-7977

**fax:** (608) 261-6799

**e-mail:** [ostunclaimedproperty@wi.gov](mailto:ostunclaimedproperty@wi.gov)